



National Resource Center on Domestic Violence

JOB DESCRIPTION

JOB TITLE:	Research & Evaluation Manager
STATUS:	Exempt, Full-Time
Work Hours and Location:	NRCDDV operates in a flexible remote environment. The hours are generally 9am-5pm Eastern M-F, though some evening hours may be needed
Reports To:	Director of Research and Evaluation

About the National Resource Center on Domestic Violence

The mission of the National Resource Center on Domestic Violence (NRCDDV) is to strengthen and transform efforts to end domestic violence. High-quality, substantive capacity building and education efforts are central to NRCDDV's programmatic work to deliver training, technical assistance, and resources to improve community responses to domestic violence and, ultimately, prevent its occurrence.

NRCDDV embraces an intersectional approach to addressing and preventing domestic violence and any form of gender-based violence that works to dismantle all forms of structural oppression and the people it impacts. While NRCDDV stands in solidarity with individuals and groups who have been targeted, degraded, threatened, and marginalized, we are committed to remaining racially explicit in actualizing our Theory of Change: If we center the lived experiences of survivors of color to end systemic racism, we will attain safe and thriving communities.

About the Policy and Research Team

The Policy and Research Team (PRT) focuses on gender-based violence, housing, and economic policy by engaging in research, robust analysis, administrative advocacy, technical assistance and training, education, and targeted resource development to improve systemic responses to domestic violence at the federal, state, and local levels. Through partnerships and collaborations, the PRT strives to integrate an intersectional analysis that names contextual considerations and complex structural and systemic barriers that disproportionately impact communities of color, Tribal communities, and other marginalized and underserved communities.

Overview of the Role

The primary role of the research and Evaluation Manager, working in close collaboration with the Director of Research and Evaluation and other team members, is to strengthen data-driven institutional responses to DV, foster multi-sectoral and cross movement relationships, and advance programs and policies that redress harm to BIPOC and marginalized survivors and communities.

Essential Duties and Responsibilities

1. Support the development and implementation of NRCDV's research and evaluation activities related to key issues at the intersection of gender-based violence, poverty, housing and economic security and other issues impacting survivors and their families, with particular attention to BIPOC communities, LGBTQ survivors, immigrants, persons with disabilities, survivors with criminal histories, and other marginalized groups.
 - Coordinate the completion of research and evaluation-related activities and deliverables from annual project workplans.
 - Develop research methodologies and evaluative frameworks.
 - Assist with all components of research and program evaluation including, but not limited to, designing data collection instruments; identifying/recruiting participants; collecting quantitative, qualitative and mixed-methods data through field observations, focus groups, surveys, interviews, and/or other methodologies.
 - Analyze qualitative and quantitative data using appropriate statistical and qualitative analysis techniques.
 - Ensure ethical standards and confidentiality protocols are adhered to in all research and evaluation activities.
 - Prepare peer-reviewed journal publications, comprehensive reports and presentations to communicate findings with stakeholders, including policy makers, partners, advocates, funders, and others in the anti-violence movement.
 - Stay current with developments in research methodologies, evaluation techniques, and sector-specific trends to inform ongoing work.
 - Perform all other duties as assigned by the Director of Research to support the organization's research and evaluation activities.

2. Contribute to strengthening NRCDV's research impact and evaluation capacity.
 - Support internal evaluation efforts across NRCDV teams to improve programmatic outcomes;
 - Support development and implementation of annual organization evaluation plan;
 - Support data gathering, drafting, and creation of organizational impact stories, to include the development of NRCDV's annual report;

3. Maintain the Domestic Violence Evidence Project website, ensuring its accessibility and functionality.
 - Identify and maintain relevant website content.
 - Develop and update research and evaluation content for the website including project updates, research findings, and relevant resources.
 - Manage the newsletter for the website, including content creation, editing, and distribution in collaboration with the Communications Team.
 - Support the coordination of material approvals and lead uploading materials to the site.
 - Monitor and manage website functionality.
 - Compile information for activity reports, including website usage statistics, social media activity and other related data.
 - Work with the IT Director, Communications Team, and consultants to ensure the functionality and optimization of the website.

4. Provide administrative support for the execution of NRCDV's research and evaluation activities in alignment with team deliverables and projected work plans.
 - Assist in the planning and coordination of research and evaluation projects.
 - Manage research and evaluation project timelines, ensuring relevant deadlines are met.
 - Provide administrative, facilitation, and logistics support for research and evaluation workgroups.
 - Lead logistical planning and organization of in-person research and evaluation convenings, in collaboration with Events Specialists and other team members, including venue selection, participant registration, and on-site support.
 - Schedule, organize, and coordinate research and evaluation in-person and virtual meetings, including preparing agendas and taking minutes.
 - Coordinate interpretation services for meetings and other research-related activities to ensure accessibility for all participants.

5. Provide training and technical assistance on research and evaluation topics in gender-based violence prevention and response.
 - Develop comprehensive training materials and resources on promising and effective interventions in gender-based violence and other research and evaluation topics.
 - Deliver training sessions to staff, partners, and stakeholders both in-person and virtually tailoring training content to meet the needs of different audiences and skill levels.
 - Provide ongoing technical assistance to stakeholders on gender-based violence research methodologies and evaluation approaches.
 - Respond promptly to requests for research and evaluation technical assistance from internal and external stakeholders, offering guidance on best practices.
 - Develop and maintain a repository of resources, FAQs, and guides to support common technical assistance queries.

6. Support grant writing, reporting and compliance activities for all research and evaluation projects.
 - Collaborate with the Director of Research and Evaluation and other stakeholders to develop compelling and competitive research and evaluation grant proposals.
 - Draft, review, and edit grant proposals, ensuring they align with funder requirements and organizational goals.
 - Coordinate the collection of necessary documentation and data to support grant applications.
 - Assist with the preparation and submission of accurate and timely grant reports in accordance with funder requirements.
 - Assist with the review of research and evaluation grant collaboration requests by external stakeholders.

Other Responsibilities

1. Actively engage in ongoing anti-racism and anti-oppression trainings and discussions and apply these approaches/analyses to ongoing activities related to this position.
2. Represent the NRCDV externally as needed including assisting with participation in briefings, coalitions, conferences, partner meetings, task forces, etc.
3. Interact and communicate in a positive and responsive manner with contractors, key stakeholders and the general public.

4. Participate in staff meetings, team meetings across NRCDV as appropriate, and NRCDV's workgroups, committee meetings and trainings as required.
5. Provide backup for duties for which team members may be unavailable due to work-related travel, vacation, or other forms of leave.
6. Provide support to team members and management to strengthen their capacity and efficiency.
7. Perform all other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. Accommodations may be made to enable individuals with disabilities and Deaf individuals to perform the essential functions.

1. Graduate degree in a related field from an accredited college or university and 4+ years of relevant experience related to the key responsibilities outlined in this description.
2. Any equivalent combination of education, internships, apprenticeships and/or lived experience.
3. Experience in research and evaluation on issues impacting gender-based violence survivors living at the margins.
4. Experience outside of coursework applying both quantitative and qualitative research designs, statistical analyses, and program evaluation methods including logic model development, process evaluations, and outcome evaluations.
5. Knowledge of and experience with application of community-driven, participatory research approaches, particularly in working with survivors and communities of color.
6. Proficiency in content management software/systems and data collection tools (e.g., Qualtrics), statistical software (e.g., SPSS, R) and qualitative analysis tools (e.g., NVivo).
7. Experience developing, reviewing, and editing academic and practitioner-focused publications.
8. Excellent public presentation skills, and the ability to communicate with researchers, practitioners, and public audiences.
9. Experience designing and/or delivering training and technical assistance on research and evaluation topics.
10. Excellent thought partner and ability to design reports and use data visualization tools.
11. Knowledge of compliance and reporting requirements for government-funded research projects including familiarity with Institutional Review Board (IRB) processes.
12. Excellent ability to maintain and update websites with new content, and skilled in constructing easy-to-read web content.
13. Experience working with website building software such as WordPress and Elementor.
14. Advanced proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint, and Word.
15. Demonstrated communication, organizational, time-management, and problem-solving abilities, including the ability to work on multiple, simultaneous projects, and meet multiple deadlines.
16. Demonstrated commitment to upholding NRCDV's values: Feminist Principles, Humanity for All, Integrity, Social Justice, Survivor Centered, Collaboration.

Travel Requirements:

Occasional travel between NRCDV Offices in Harrisburg and Washington DC required, as well as occasional national travel. The person in this position can telecommute.

Compensation:

Starting salary is \$80,000-90,000, depending on experience (professional and lived) and education. NRCDV values pay equity and transparency and does not negotiate outside of the approved salary structure. Position also includes a full benefits package, including health, dental, vision, and life insurance; paid time off; and an employer 401k contribution.

Equal Opportunity:

NRCDV is an equal opportunity employer and is committed to supporting a workforce which represents the diversity of the communities we serve. Survivors of domestic or sexual violence and individuals from marginalized communities (those who are BIPOC, LGBTQ+, immigrants, and who have disabilities) are encouraged to apply.

To apply:

Email the following materials to LeNesha Brown (she/her), VP of Human Resources, at humanresources@nrcdv.org.

- 1) A cover letter that addresses each of the required skills and abilities outlined above;
- 2) A resume or CV;
- 3) A sample of presentation materials (such as slide deck, poster, infographic); and
- 4) Two writing samples – one academic and one practitioner-facing;
- 5) The names and contact information for three professional references.